Tobacco Registration and Product Listing Module (TRLM)

Step-by-Step Instructions

Table of Contents

1. Enter New Tobacco Registration and Product Listing

1.1 New Registration and Product Listing

1.1.1 Log into TRLM

After logging into the FDA Unified Registration and Listing System (FURLS), users can select "**Tobacco Registration and Listing system**" from the list of systems available on the FURLS Home Page (see Figure 1).
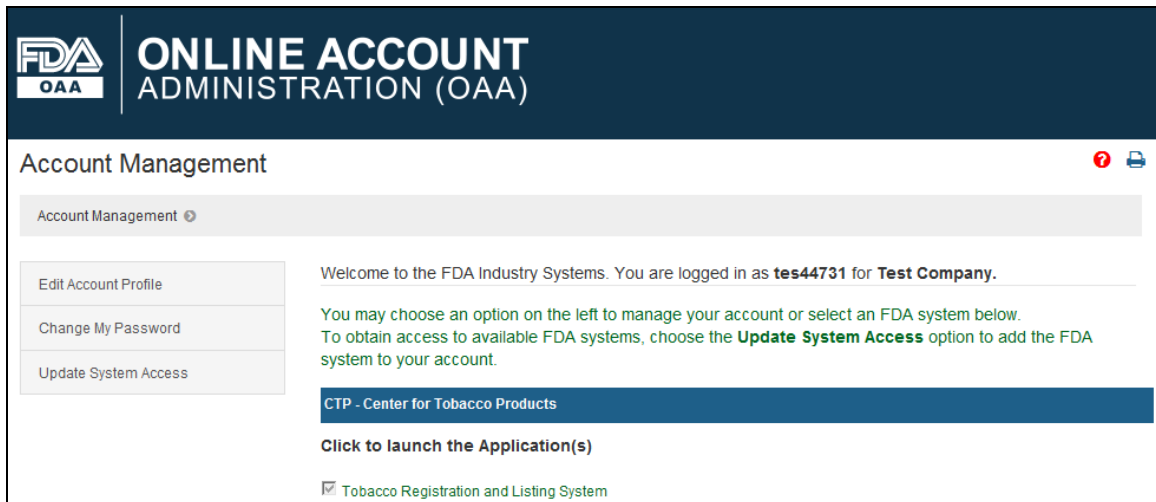
Figure 1

Once users have selected "**Tobacco Registration and Listing System**," users will navigate to the TRLM Main Menu page as shown in Figure 2 below.
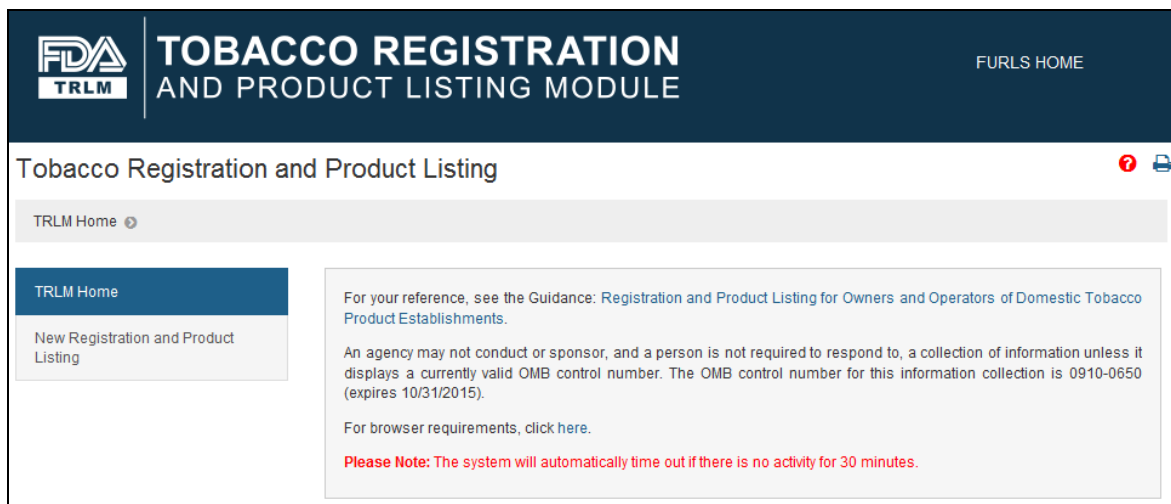

Figure 2

To begin the initial registration process, users can select "**New Registration and Product Listing**."

Once users have selected the "**New Registration and Product Listing**" option from the main menu, users will navigate to Section I – Identification as shown in Figure 4 below.
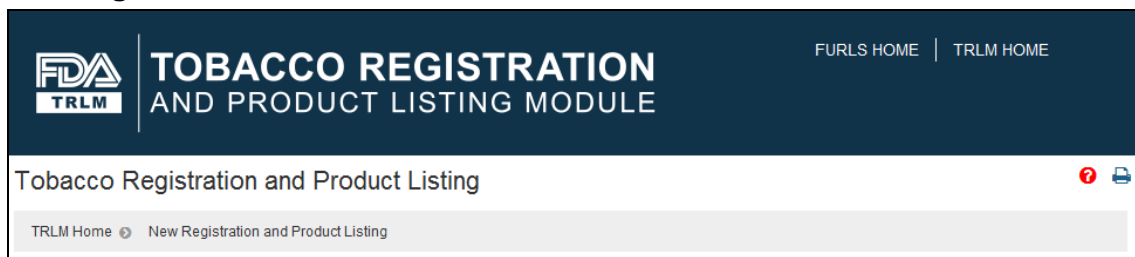
1.1.2 Navigation

FDA TRLM | **TOBACCO REGISTRATION**
AND PRODUCT LISTING MODULE

FURLS HOME | TRLM HOME

Tobacco Registration and Product Listing

TRLM Home ⊘ New Registration and Product Listing

Figure 3

The 'FURLS HOME' and "TRLM HOME' links, located at the top-right corner of the page, will take users to the respective main menus. (FURLS HOME-Refer to Figure 1 above; TRLM HOME-Refer Figure 3 above) To log out of the system, users may select 'FURLS HOME' and click on 'Logout' at the top right corner of the page.

1.2 Section I - Identification

When preparing a new registration, users will need to identify the submitter type from the following options:

- Owner Registering Alone
- Owner Registering on Behalf of Operator
- Owner who is also Operator of all Establishments
- Operator Registering Alone
- Operator Registering on Behalf of Owner

Section I - Identification

Note that owners and operators may register on behalf of the other party. In order to reduce redundant submissions, FDA strongly encourages that owners register and submit product listing information for themselves and on behalf of their operators.

Please select one of the following options:

◯ Owner Registering Alone

◯ Owner Registering on Behalf of Operator

◯ Owner who is also Operator of All Establishments

◯ Operator Registering Alone

◯ Operator Registering on Behalf of Owner

◀ Previous   ❯ Save Draft and Exit   ❯ Next

Figure 4

- If users select "**Owner Registering Alone**," the system will not display Section IIIA – Registration (Operator Information) and Section IIIB – Registration (Operator Business Structure) pages. For any other submitter type users select, Sections IIIA and IIIB will be displayed.
- If users select "**Operator Registering Alone**," the system will not display Section IIA – Registration (Owner Information) and Section IIB – Registration (Owner Business Structure) pages. For any other submitter type users select, Sections IIIA and IIIB will

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be displayed.

- If users select "**Owner Who is also Operator of All Establishments**," Section IIIA – Registration (Operator Information) will be automatically populated with the Owner's information from Section IIA. The data automatically populated in Section IIIA is read-only and cannot be edited.
- If users select "**Owner who is also Operator of All Establishments**," Section IIIB – Registration (Operator Business Structure) will be automatically populated with the Owner's business structure information from Section IIB. The data automatically populated in Section IIIB is read-only and cannot be edited.
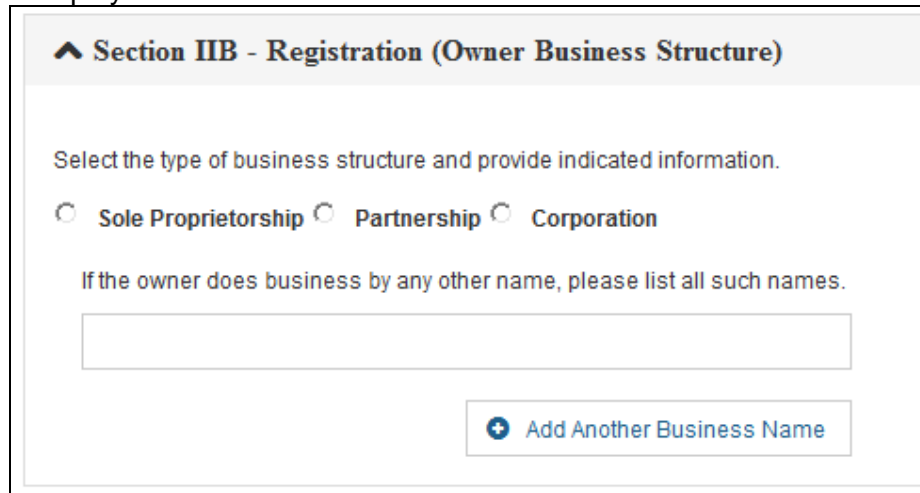
1.3 Section IIA - Registration (Owner Information)

This page will display the "**Owner Information**" and "**Owner Point of Contact**" sections.

Figure 5

On this page users will provide details for the Owner and the Owner Point of Contact. Users can enter the information or select the "**Autofill from Account Information**" option, which will fill in relevant information from the user's FURLS Account Information.

1.4 Section IIB - Registration (Owner Business Structure)

This page will display the Owner's Business Structure Information.
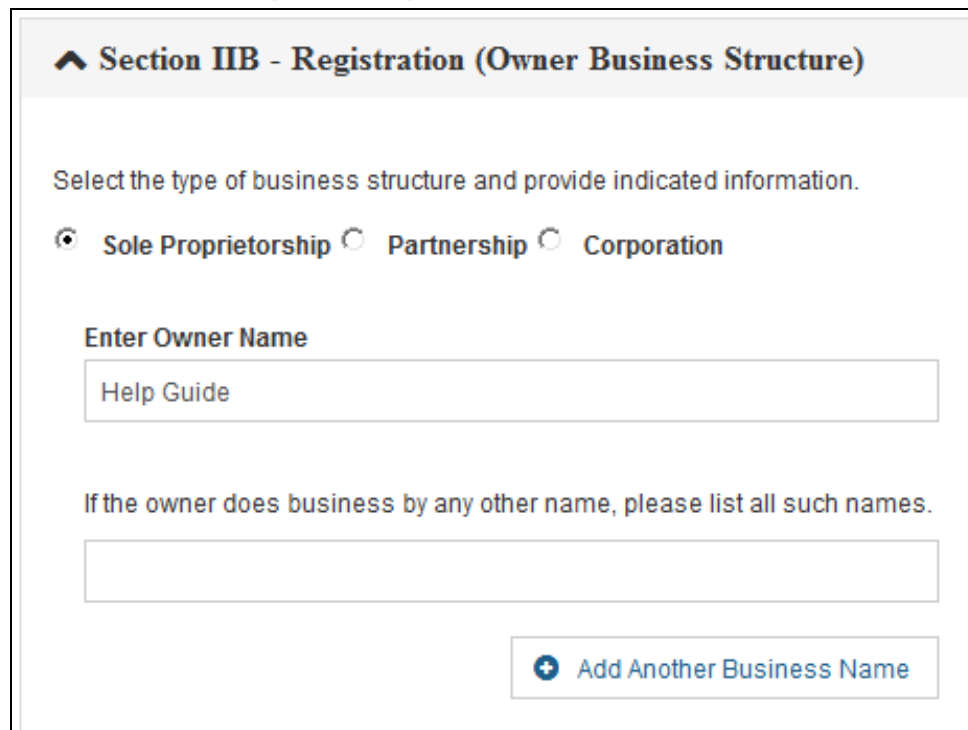

Figure 6

On this page users will select the Owner business structure from the following options and provide the indicated information:

- Sole Proprietorship
- Partnership
- Corporation

1.4.1 Section IIB – Sole Proprietorship

Figure 7

If users select "**Sole Proprietorship**", they will need to enter the Owner name. If the Owner does business by any other name, users can list all such names by clicking the "**Add another Business Name**" button.

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1.4.2 Section IIB – Partnership

Figure 8

If users selected "**Partnership**", they will be required to enter at least two partner names. If there are more than two partners, users can list all partners by clicking the "**Add Another Partner**" button. If the Owner does business by any other name, users can list all such names by clicking the "**Add another Business Name**" button.

1.4.3   Section IIB – Corporation

Figure 9

If users select "**Corporation**", they will need to enter the name of each corporate officer or director in the field labeled "**Enter Name of the Individual**." If there are additional corporate officers or directors, users can enter multiple names by clicking the "**Add Corporate Officer or Director**" button as necessary. If the Owner does business by any other name, users can list all such names by clicking the "**Add another Business Name**" button.

Once users have completed this section they can select the "**Next**" button to navigate to Section IIIA. (See Figure 12 below.)

1.4.4   Address Validation

The system will perform an address validation. If the address entered is found to be valid, no action is taken. If there are minor differences to the provided address the system will display the validated address (as shown in Figure 10). If the address entered cannot be verified, the system will display a warning message (as shown in Figure 11).

Figure 10

The system will display the validated address if there are minor differences to the offered address. Users can make changes to the address entered by selecting the "**Edit Address**" button. Otherwise, users can select the "**Accept Provided Address**" button to proceed to Section IIIA.

Figure 11

The system will display a warning message when the address entered cannot be verified. Users can make changes to the address entered by selecting the "**Edit Address**" button. Otherwise, users can select the "**Accept Provided Address**" button to proceed to Section IIIA.

1.5   Section IIIA - Registration (Operator Information)

This page will display the Operator information and the Operator Point of Contact sections. This page will not be displayed if users select the submitter type "Owner registering alone" in Section I: Identification.

Figure 12

On this page users will provide details for the Operator and the Operator Point of Contact. Users can enter the information or select the "**Autofill from Account Information**" option, which will fill in the relevant information from the users' FURLS Account Information.

1.6   Section IIIB - Registration (Operator Business Structure)

This page will display the "**Operator Business Structure Information**". This page will not be displayed if users select the submitter type "**Owner Registering Alone**" in Section I: Identification.

1.6.1 Section IIIB – Registration (Operator Business Structure)

Figure 13

On this page users will need to select the "**Operator Business Structure**" from the following options and provide the indicated information:

- Sole Proprietorship
- Partnership
- Corporation

1.6.2 Section IIIB – Sole Proprietorship

Figure 14

If users select "**Sole Proprietorship**", they will need to enter the Operator's name. If the Operator does business by any other name, users can list all such names by selecting the "**Add another Business Name**" button.

1.6.3 Section IIIB – Partnership

Figure 15

If users select "**Partnership**" they will be required to enter at least two partner names. If there are more than two Partners, users can list all the partners by clicking the "**Add Another Partner**" button. If the Operator does business by any other name, users can list all such names by clicking the "**Add another Business Name**" button.

1.6.4 Section IIIB – Corporation

Figure 16

If users select "**Corporation**", they will need to enter the name of each corporate officer or director in the field labeled "**Enter Name of the Individual**". If there are additional corporate officers or directors, users can enter multiple names by clicking the "**Add Corporate Officer or Director**" button as necessary. If the Operator does business by any other name, users can list all such names by clicking the "**Add another Business Name**" button.

Once users have completed this section they can click on the "**Next**" button to submit the "**Operator Information & Operator Business Structure**", which appears above Section IIIA&B. (See Figure 17 below.)

Figure 17

Please note that this will not be displayed when the submitter type in Section I: Identification is selected as "**Owner who is also Operator of all Establishments**." The "**Operator Name**", "**Address**", and "**Business Structure**" of each Operator entered in the registration shall be displayed. Users can edit a specific Operator's information be edited by clicking the ✎ icon in the action column. Users can delete a specific Operator by clicking the ✖ icon in the action column. Users can add multiple Operators to the registration by clicking the "**Add/Update Operator**" button.

Once users have completed editing the Operator's information or adding Operators to the registration they can click on the "**Next**" button to navigate to Section IV: Establishment Information. See Figure 20 below.

1.6.5   Address Validation

The system will perform an address validation. If the address entered is found to be valid, no action is taken. If there are minor differences to the provided address, the system will display the validated address as shown in Figure 18. If the address entered cannot be verified the system will display a warning message, (as shown in Figure 19).

Figure 18

The system will display the validated address if there are minor differences to the requestor address. Users can make changes to the address entered by selecting the "**Edit Address**" option. Otherwise, users can select the "**Accept Provided Address**" button to proceed to Section IIIA.

Figure 19

The system will display a warning message when the address entered cannot be verified. Users can make changes to the address entered by selecting the "**Edit Address**" option. Otherwise, users can select the "**Accept Provided Address**" button to proceed to Section IIIA.

1.7 Section IV - Establishment Information

This page will display the "**Establishment Information**" and "**Establishment Point of Contact**" information.

Figure 20

In Section IV users enter information about establishment(s). Users can enter the "**Establishment**" and "**Point of Contact**" information themselves or select the "**Autofill from Operator Information**" button. The "**Autofill from Operator Information**" option will fill in the

relevant information from Section IIIA and Section IIIB. The prefilled information may be edited as required.

The "**Autofill from Operator Information**" button will not be displayed when the registration has more than one Operator. When the registration has more than one Operator, users will need to select at least one Operator from the "Select Operator(s) for this establishment" multiple-select list box as displayed in Figure 21 below. If required, users may select multiple Operators to be associated with the establishment.

Figure 21

1.7.1   Address Validation

The system will perform an address validation. If the address entered is found to be valid, no action is taken. If there are minor differences to the provided address, the system will display the validated address (as shown in Figure 22). If the address entered cannot be verified, the system will display a warning message (as shown in Figure 23).

Figure 22

The system will display the validated address if there are minor differences to the requestor address. Users can make changes to the address entered by selecting the "**Edit Address**" option. Otherwise, users can select the "**Accept Provided Address**" button to proceed to Section IIIA.

Figure 23

The system will display a warning message when the address entered cannot be verified. Users can make changes to the address entered by selecting the "**Edit Address**" option. Otherwise, users can select the "**Accept Provided Address**" button to proceed to Section IIIA.

1.8 Section V - Product Listing

In Section V users enter information about products. Every active establishment must have at least one "**Product Listing**". For each listing users can enter required product information; this includes advertising, labeling, and consumer information materials.

Users can enter Product Listing information in two ways:

1. "**Upload Product Listing Information with an Excel File**"
2. "**Enter Product Listing Information Manually**"

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Figure 24

1.8.1 Option 1: Upload From File

Users may upload Product Listings from an Excel spreadsheet. The spreadsheet can be downloaded by clicking on the "**Product Listing Template**." A maximum of allowed file size is 50 MB.

Figure 25

To complete the template to be uploaded, users can enter information for the first" beginning in row 2 of the template. Users can continue adding products in subsequent rows. Do not delete row 1 or add/delete a column in the template.

The template consists of eight columns. Each column contains its own help to guide users through the process.

Figure 26

- **Column A (required) – "Product Name"**

    o   Users can enter up to 120 characters.

- **Column B (optional) – "Product Identification Number"**

    o   Users can enter up to 100 characters.

- **Column C (required if column B completed) – "Product Identification Number Type"**

    o   If users entered a value in Column B, users must select a value from the pick list. Otherwise, users should leave column C blank.

- **Column D (required) – "Use of this Product"**

    o   Users must select a value from the pick list.

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- **Column E (required) – "Product Category"**

    o Users must select a value from the pick list.

- **Column F (required if "Other" selected in Column E) – If "Other…" Product Category**

    o If users selected "Other" in Column E, they must enter a value in Column F. Otherwise, users should leave Column F blank.

- **Column G (optional) – Flavor**

    o Users can select a value from the pick list.

- **Column H (required if "Other…" selected in Column G)**
    o If "**Other**" is selected in Column G, then users must enter a value in Column H. Otherwise, users should leave Column H blank.

If the template upload is successful, the system will display a list of the products that were uploaded. Users must complete each Product Listing by either uploading all labeling for the product or by indicating that the product has no labeling. Users may also upload all consumer information and a representative sample of advertising for the product. Users will not be able to submit a registration until all Product Listings are complete.

Figure 27

To complete the Product Listing(s), users must include certain accompanying information; this information will vary depending on circumstances. Section III.C.2. of the Guidance document can be used as reference for additional details.

Users can select a product to continue to enter the required information.

Users can select the ✏ icon in the right column to complete or edit a Product Listing**.**

When users select a Product Listing to complete, the system will display the Product Listing Review page.

Users can click the "**Edit**" button to complete any section. Users must edit the "**Labeling**" section to upload all labeling or, indicate the product has no labeling before they may continue the registration.

Users can click "**Continue to Product Listings**" to return to the list of uploaded Product Listings.

Product Listing

Product Information   [✎ Edit]

Product Name
PL1 1

Product Identification Number
123456

Type of Product Identification Number
SKU Number

Intended Use of Product
Consumer Use

Consumer Use Product Category
Dissolvables

Flavor
None

Advertising   [✎ Edit]

No Advertising information entered.

Labeling   [✎ Edit]

No Labeling information entered.

Consumer Information   [✎ Edit]

No Consumer information entered.

[◀ Back to Product List without Saving]   [▶ Continue to Product Listings]

Figure 28

1.8.2 Option 2: Enter Manually

Option II: Manually Enter Product Information

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

> PL1 4

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

> 9866547

3. Type of Product Identification Number (Select One)

- ○ Item/Catalog Number   ◉ SKU Number   ○ UPC Number

4. Intended Use of Product (Select One)

- ◉ Consumer Use   ○ Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)

☐ Cigarettes	☐ Roll-Your-Own Tobacco	☐ Roll-Your-Own Paper
☐ Chewing Tobacco	☐ Roll-Your-Own Filters	☐ Snus
☐ Dissolvables	☐ Dry Snuff	☐ Other *(Specify)*
☐ Accessory Filters	☑ Moist Snuff	

6. Further Manufacturing Use Product Category (Check applicable)

> N/A

7. Flavor (Check applicable)

- ☐ Menthol   ☑ None   ☐ Other *(Specify)*

[◀ Previous]   [◀ Save Draft and Exit] [▶ Next]

Figure 29

- **Product Name (required)**

  - Brand/sub-brand or other commercial name used in commercial distribution (e.g., Acme Blue 100s). Users can enter up to 120 characters for Product Name.

- **Product Identification Number (optional)**

  - Users can enter up to 100 characters. Users must enter a "**Product Identification Number**" if needed to uniquely identify the product. If users enter a Product Identification Number users also must enter "**Type of Product Identification Number**."

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- **Type of Product Identification Number (required if Product Identification Number was entered)**

    o If users entered a Product Identification Number, users must select a "**Type of Product Identification Number**."

- **Intended Use of Product (required)**

    o Users must select either "**Consumer Use**" or "**Further Manufacturing Use**."

- **Consumer Use Product Category (required if Consumer Use was selected for Intended Use of Product)**

    o Users must select one or more "**Product Categories**". If the appropriate Product Category is not listed, users must select "**Other**" and enter its category in the text field.

- **Further Manufacturing Use Product Category (required if Further Manufacturing was selected for Intended Use of Product)**

    o Users must select one or more uses. If the appropriate Product Category is not listed, users must select "**Other**," and enter its category in the text field.

- **Flavor (optional)**
    o Users can select one or more "**Flavors**." If the product's flavor is not listed, users can select "**Other**" and enter a flavor in the text field.

When users choose "**Next**" to continue from the Product Information page, the system will display the Advertising, Labeling and Consumer Information page; (see Figure 30.)

1.8.3 Add Advertising

Figure 30

A representative sampling of advertising for the product may be required. Users should refer to the guidance document, Section III.C.2, for additional details.

Users can enter information about the product's advertising. Users can upload advertising or indicate that the product has no advertising by checking the "**Product has no Advertising**" box. If users upload advertising file(s) for the product, they also have the option to enter details about the product's advertising, including:

- **Type of Advertising (optional)**

    o Users can enter up to 120 characters.

- **Title (optional)**

    o Users can enter up to 120 characters.

- **Unique ID or Internal ID Number (optional)**

    o Users can enter up to 40 characters.

- **Date First Disseminated (optional)**
    o Users can select a date from the calendar icon or enter a date. This date is the time of initial dissemination of the labeling, consumer information, or at the time of initial publication of the advertisement for the product.

When the user has finished uploading the product's advertising and selecting "**Add / Update**" the system will list a table of the Product information.

To edit advertising, users can click on the ✏ icon to display the previously entered Advertising Information. To delete advertising, users can click on the ✖ icon.

Product Name: PL1 4

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx	✏ ✖

Advertising	Labeling	Consumer Information

Figure 31

From the Advertising information, users can add Label information by clicking on the "**Labeling**" button.

1.8.4 Add Labeling

Figure 32

Users can enter information about the product's labeling on the Labeling Information page. Users must upload at least one labeling file or indicate that the product has no labeling by checking the "**Product Has No Labeling**" box for each product. If users upload labeling file(s) for the product, they also have the option to enter details about the product's labeling, including:

- **Product UPC code(s) (optional)**

    o Users can enter one or more UPC codes separated by commas.

- **Type of Labeling Material (optional)**

    o Users can enter up to 120 characters.

- **Title (optional)**

    o Users can enter up to 120 characters.

- **Unique ID or Internal ID Number (optional)**

    o Users can enter up to 40 characters.

- **Date First Disseminated (optional)**

    o Users can select a date from the Calendar icon or enter a date. This date is the time of initial dissemination of the labeling, consumer information, or at the time of initial publication of the advertisement for the product.

When the user has finished uploading the product's labeling and selecting "**Add / Update**" the system will list a table of the Product information.

To edit labeling, users can click on the ✏ icon to display the previously entered Labeling Information. To delete labeling, users can click on the ✖ icon.

Product Name: PL1 4

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx	✏ ✖
Labeling	Package Label	Help Guide Label	6543221	05/01/2015	Test.xlsx	✏ ✖

Figure 33

From the Label information, the user can add Consumer information by clicking on the "**Go to Consumer Information**" button.

1.8.5   Add Consumer Information

Product Name: PL1 4

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx	✏ ✖
Labeling	Package Label	Help Guide Label	6543221	05/01/2015	Test.xlsx	✏ ✖

Advertising	Labeling	Consumer Information

Consumer Information

Type of Consumer Material (e.g., consumer brochure)

Consumer Brochure

Consumer information includes information that has not already been submitted as labeling or advertising. Consumer information does not include information directed at wholesalers, distributors, or retailers, where such information is not available to consumers.

Title

Help Guide Brochure

Unique ID or Internal ID Number

12345

Date First Disseminated (mm/dd/yyyy)

05/01/2015

Upload File (Maximum size for each file is 50 MB)

Browse...   ↑ Upload

☐ **Product has no Consumer Information**
The file was uploaded successfully.

File Name	File Size (MB)	Action
Test.xlsx	0.013	✖

◀ Back to Labeling   ⊗ Cancel   ➕ Add / Update

◀ Previous   ▶ Save Draft and Exit   ▶ Next

Figure 34

Consumer information may be required. Users should refer to the Section III.C.2 Guidance document for additional details.

Users can enter information about the product's consumer on the Consumer Information page. Users can upload consumer information or indicate that the product has no consumer information by checking the "**Product has no Consumer Information**" box. If users upload consumer information file(s) for the product, they also have the option to enter details about the product's consumer information, including:

- **Type of Consumer Information (optional)**

  - o Users can enter up to 120 characters.

- **Title (optional)**

  - o Users can enter up to 120 characters.

- **Unique ID or Internal ID Number (optional)**

  - o Users can enter up to 40 characters.

- **Date First Disseminated (optional)**
  - o Users can select a date from the calendar icon or enter a date. This date is the time of initial dissemination of the labeling, consumer information, or at the time of initial publication of the advertisement for the product.

When the user has finished uploading the product's Consumer Information and selecting "**Add / Update**" the system will list a table of the Product information.

To edit labeling, users can click on the ✏ icon to display the previously entered Labeling Information. To delete labeling, users can click on the ✖ icon.

Product Name: PL1 4

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action	
Advertising	Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx	✏	✖
Labeling	Package Label	Help Guide Label	6543221	05/01/2015	Test.xlsx	✏	✖
Consumer Information	Consumer Brochure	Help Guide Brochure	12345	05/01/2015	Test.xlsx	✏	✖

Figure 35

When users select the "**Next**" button the system will display the Product Listing page. (See Figure 36.)

Figure 36

The Product Listing page is a summary list of the products that were added to the registration. From the Product Listing page users can select a product to edit or delete or users also can choose to add another product.

If users select a Product Listing to edit, the system first will display the Product Listing Information page. Users can edit the Product Listing Information or choose to "**Next**."

1.9   Registration Review Page

Once users have completed entering the Product Listing information they will be navigated to the Establishment Information page. (See Figure 37.)

Figure 37

This page will display the name and address of the establishment(s) users have entered. Users can edit a specific establishment's information by clicking the ✎ icon in the last column. Users can delete an establishment by clicking the ✖ icon in the last column.

Users can add another establishment by selecting the "**Add another Establishment**" button or, continue to complete the registration by selecting the "**Next**" button. If users choose to "**Add another Establishment**." They will be navigated to the Section IV - REGISTRATION (Establishment Information) page, where users can enter information for the new establishment.

After Section IV has been completed for the second establishment, the system will display a list of products that were added to the registration.

Figure 38

Users can select products from the list to associate with the second establishment. They also can choose to add a new product. Users must select at least one product from the list or add a Product Listing. Product Listings added while registering the second establishment will be associated with the second establishment. Users can associate added products for the second establishment with other establishments by choosing to edit an establishment from the Establishment Information page.

Once users have completed editing the establishment's information or adding establishments to the registration, they should click on the "**Next**" button to navigate to the Registration Review page. (See Figure 39 below.)

Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure [✏ Edit]

Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)
Test Company

Address Line 1
11820 Help Guide Dr

Address Line 2

Country
UNITED STATES

ZIP or Postal Code
20852

City
Rockville

State, Province or Territory
MD

Owner Headquarters D&B DUNS Number

Owner Point of Contact

Title

Full Name
Help Guide

Position Title
Staff

Email Address
help.guide@test.com

Phone Number
001 (301) 555-5555

Fax Number

Owner Business Structure

Type of Business Structure
Sole Proprietorship

Owner Name
Jane Doe

Section III - Operator Information and Business Structure [✏ Edit]

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

Section IV - Establishment Information [✏ Edit]

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

Section V - Product Listing [✏ Edit]

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate
PL1 1	Dissolvables	123456	SKU Number	
PL1 2	Dry Snuff	654321	SKU Number	
PL1 3	Snus	156987	SKU Number	
PL1 4	Moist Snuff	9866547	SKU Number	No

[❯ Save Draft and Exit] [❯ Continue to Submit]

Figure 39

After reviewing the registration, users can click on the "**Continue to Submit**" button to navigate to Section VI: Confirmation Statement. (See Figure 40 below.)

1.10 Section VI – Confirmation Statement

This page will display the Confirmation Statement.

NOTE: Users must agree to the Confirmation Statement before submitting.

Figure 40

On the Confirmation Statement page users are required to select the Identity of the Signatory. The options are: "**Owner**", "**Operator**", or "**Authorized Agent**."

- If users select "**Owner**," the relevant contact information fields will be pre-filled with Contact Information for the Owner from Section IIA and can be edited.
- If users select "**Operator**," the relevant contact information fields will be pre-filled with contact information for the Operator from Section IIIA and can be edited. When the registration has more than one Operator, users can select the Operator from the drop-down list.
- If users select "**Authorized Agent**," they must enter the authorized agent's contact information.

Upon completion of this section, the registration is ready for submission. Click on the "**Submit**" button. The system will display a message that users' registration and Product Listing information has successfully been submitted, (as shown in Figure 41 below). In order to receive

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notifications, users should configure their email's Spam or Junk folders to allow messages from
CTPRegistrationandListing@fda.hhs.gov.
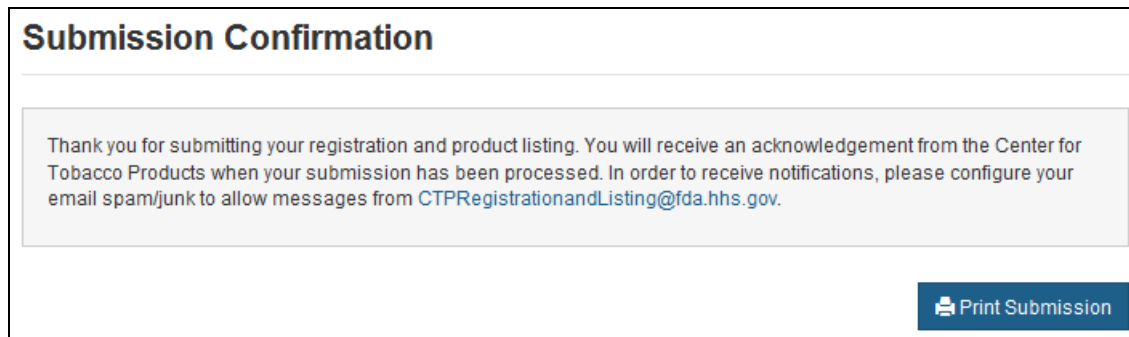
Figure 41

Users may print the submission by selecting the "**Print Submission**" button, or return to the
TRLM Main Menu by selecting the "**TRLM Home**" hyperlink on the screen. If users select "**Print
Submission**" a new browser window will open which will allow users to print the registration
information. When finished, users can close the browser window in order to return to the TRLM
application.

1.11 Save Draft and Exit

During the registration process, users may select the "**Save Draft and Exit**" option to save
partially completed information users have entered up to this point. The system will display a
message showing the last date to submit a registration before the draft is deleted.

TOBACCO REGISTRATION
AND PRODUCT LISTING MODULE

FDA TRLM

Tobacco Registration and Product Listing

TRLM Home

New Registration and Product Listing

Section IV - Registration (Establishment Information)

Enter registration and contact information for each establishment being registered.

Establishment Information	Establishment Point of Contact *(Optional)*
Establishment Name	**Title**
Establishment One	Please Select
The term "establishment" means a place of business under one ownership at one general physical location. A single building may house more than one distinct establishment if the establishments are under separate ownership.	**First / Given Name**
	Jamie
Address Line 1	**Middle Name**
7400 Fullerton Road	
Address Line 2 *(Optional)*	**Last Name**
	Jones
ZIP or Postal Code	**Position Title**
22153	Vice President
Please enter valid Zip code	**Email Address**
City	dennis.chambers@fda.hhs.gov
Springfield	

State, Province or Territory
Virginia

Telephone (Include Country Code if applicable)

001			
Country	Area	Phone Number	Extension

Establishment D&B DUNS Number *(Optional)*

Fax

001		
Country	Area	Fax Number

Operation (Check all that apply) *(Optional)*

☑ Blending   ☐ Manufacturing   ☐ Reconstituting Tobacco
☑ Packaging   ☐ Labeling   ☐ Saucing (or casing)
☑ Storing   ☐ Testing   ☐ Other *(specify)*

◀ Previous   ❯ Save Draft and Exit   ❯ Next

Figure 42

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1.12 Draft Confirmation

The user has the option from the Draft Confirmation to print the draft by clicking the "**Print Draft**" button to print. See Figure 43.
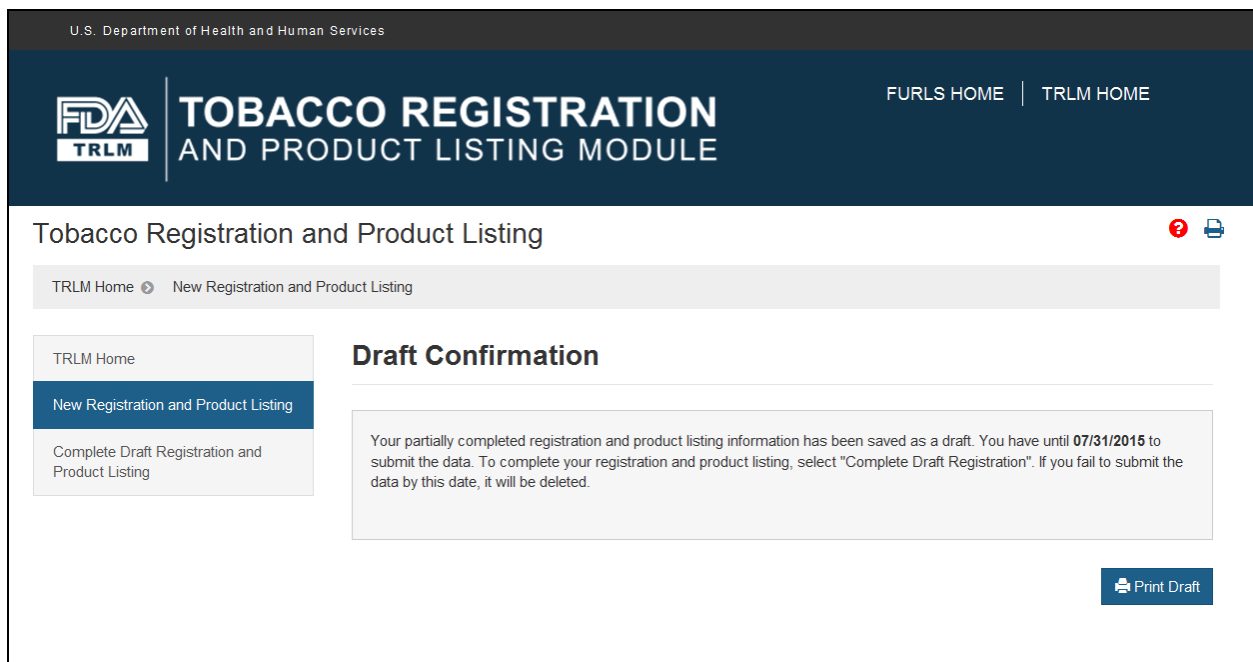
Figure 43

1.13 Print Draft

CENTER FOR TOBACCO PRODUCTS		
Not Submitted	Draft Submitted On:	07/24/2015
Account Id: new14709	Printed On: 07/24/2015	

SECTION I - IDENTIFICATION
Owner who is also Operator of All Establishments

SECTION II - REGISTRATION (Owner Information and Owner Business Structure)
Owner Information:

Owner Name (Name of the Corporation / Partnership or Individual Owner):	New VP Corp	Owner Address:	23 Ranch Ct, North Potomac, MD, 20878-3827, UNITED STATES
Owner Headquarters D&B DUNS Number:			

Owner Point of Contact:

Title:		Full Name:	Victor D Smith
Position Title:	VP	Email Address:	Hsiaofeng.yang@fda.hhs.gov
Phone Number:	001 (301) 994-3939 Ext 23213	Fax Number:	001 (240) 995-4841

Owner Business Structure:

Type of Business Structure:	Sole Proprietorship
Owner Name:	GREG
If the owner does business by any other name, please list all such names:	

SECTION III - REGISTRATION (Operator Information and Operator Business Structure)
Operator Information:

Operator Name:	New VP Corp	Operator Address:	23 Ranch Ct, North Potomac, MD, 20878-3827, UNITED STATES
Operator D&B DUNS Number:			

Operator Point of Contact:

Title:		Full Name:	Victor D Smith
Position Title:	VP	Email Address:	Hsiaofeng.yang@fda.hhs.gov
Phone Number:	001 (301) 994-3939 Ext 23213	Fax Number:	001 (240) 995-4841

Operator Business Structure:

Type of Business Structure:	Sole Proprietorship
Operator Name:	GREG
If the operator does business by any other name, please list all such names:	

Figure 44

1.14 Complete Draft

Users can continue to complete the Registration and Product Listing by selecting the "**Complete Draft Registration and Product Listing**" from the left-hand Launchpad. A message will display informing the user the date the draft must be submitted before it will be deleted. Each section of the registration and Product Listing will be displayed with the information that has been previous saved as a draft. The user can edit any section by selecting the "**Edit**" button for that section. (See Figure 45.)
Once users have edited and complete all of the sections required for the registration and Product Listing they can select the "**Continue to Submit**" button or "**Discard the Draft**"
If the user selects to discard the draft, the draft changes will be removed from the system.

FDA | **TOBACCO REGISTRATION**
TRLM | AND PRODUCT LISTING MODULE

Tobacco Registration and Product Listing

TRLM Home

Complete Draft Registration and Product Listing

WARNING: You have incomplete Product Listings that need to be completed before you can continue to submit your registration. Please click here to view and complete your incomplete Product Listings.

You have until 08/05/2015 to complete the draft registration and product listing. If you fail to submit the data by this date, it will be deleted.

Section I - Identification

Owner Registering Alone

Section II - Owner Information and Business Structure

[Edit]

Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)
Company One LLC

Address Line 1
10903 New Hampshire Ave

Address Line 2

Country
UNITED STATES

ZIP or Postal Code
20903

City
Silver Spring

State, Province or Territory
MD

Owner Headquarters D&B DUNS Number

Owner Point of Contact

Title

Full Name
John Jones

Position Title
COO

Email Address
dennis.chambers@fda.hhs.gov

Phone Number
001 (301) 770-9610

Fax Number

Owner Business Structure

Type of Business Structure
Sole Proprietorship

Owner Name
dc

Section IV - Establishment Information

[Edit]

Establishment Name	FEI Number	Address
e one	Awaiting FEI Number	10903 New Hampshire Ave, Silver Spring, MD 20903-1058, USA

Section V - Product Listing

[Edit]

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate
Cuban Cigar	Other	9993	Item/Catalog Number	
Other Cigarr	Other	88393	Item/Catalog Number	No
Rum Cigar	Other	9994	Item/Catalog Number	
Toro Cigar	Other	9995	Item/Catalog Number	

[Discard Draft] [Save Draft and Exit] [Continue to Submit]

Figure 45

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If users click the "**Continue to Submit**" button they will be navigated to the Confirmation Statement page. See Figure 46 below.

NOTE: Users must agree to the Confirmation Statement before submitting.

Figure 46

When the user clicks "**Submit**" they will be taken to the Submission Confirmation page; (see Figure 47) below. The user will have the option of printing the Submission by selecting the "**Print Submission**" where a PDF file of the submitted registration can viewed and printed. (See Figure 48.)
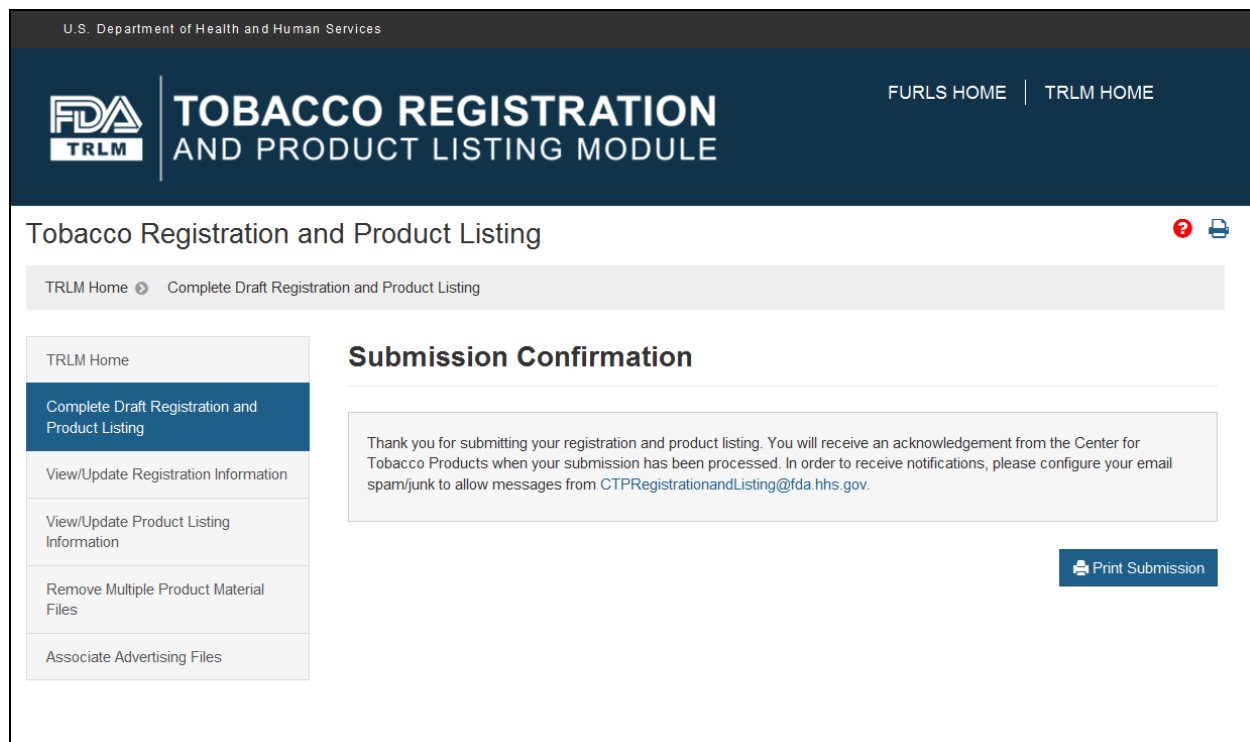
Figure 47

CENTER FOR TOBACCO PRODUCTS	
Submitted	Submitted On: 07/20/2015
Account Id: tes21840	Printed On: 07/20/2015

SECTION I - IDENTIFICATION

Owner Registering Alone

SECTION II - REGISTRATION (Owner Information and Owner Business Structure)

Owner Information:

Owner Name (Name of the Corporation / Partnership or Individual Owner):	Test Company One	Owner Address:	11820 Parklawn Dr, Rockville, MD, 20852, UNITED STATES
Owner Headquarters D&B DUNS Number:			

Owner Point of Contact:

Title:		Full Name:	Joe Smith
Position Title:	Owner	Email Address:	dennis.chambers@fda.hhs.gov
Phone Number:	001 (301) 770-9610	Fax Number:	

Owner Business Structure:

Type of Business Structure:	Sole Proprietorship
Owner Name:	Joe Smith
If the owner does business by any other name, please list all such names:	

SECTION IV - REGISTRATION (Establishment Information)

Establishment Name	Address	Establishment Status
Establishment One	7400 Fullerton Road, Springfield, VA, 22153, UNITED STATES	Active
Establishment Two	10903 New Hampshire Ave, Silver Spring, MD, 20903, UNITED STATES	Active

SECTION V - PRODUCT LISTING

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate	Establishment Name(s)
Cuban Cigar	Other	12345	Item/Catalog Number	No	Establishment One; Establishment Two

CONFIRMATION STATEMENT

Identity of the Signatory:	Owner		
Title:		Full Name:	Joe Smith
Position Title:	Owner	Email Address:	dennis.chambers@fda.hhs.gov
Phone Number:	001 (301) 770-9610	Fax Number:	
Address:	11820 Parklawn Dr, Rockville, MD, 20852, UNITED STATES	Company Name:	Test Company One

Note: Registration of a tobacco establishment, assignment of an FDA Establishment Identifier (FEI) number, or listing or a tobacco product does not constitute review or approval by FDA.

Figure 48

2. View/Update Registration Information

After users have logged into the "**Tobacco Registration and Product Listing**" from FDA Industry Systems, they should navigate to the TRLM Main Menu page as shown below.
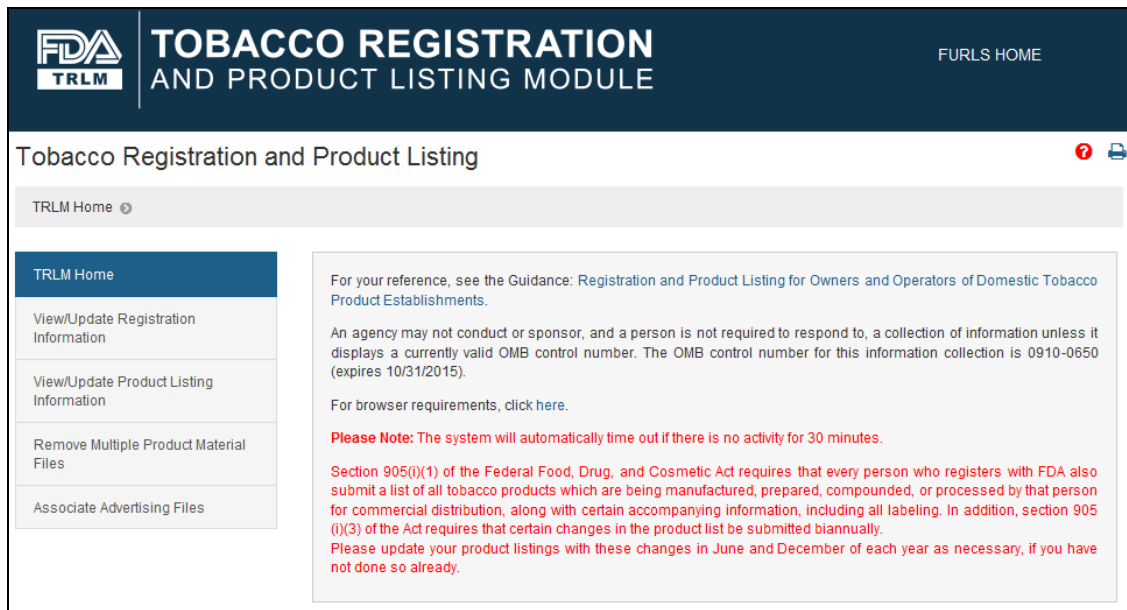
Figure 49

Once the registration is submitted the TRLM Main Menu will display the following options:

- View/Update Registration Information
- View/Update Product Listing Information
- Remove Multiple Product Material Files
- Associate Advertising Files

View/Update Registration Information

To view, add, and edit establishment information, users can select "**View/Update Registration Information**" from the TRLM Main Menu. The system will display the establishments that were added to users' registration, (as shown below in Figure 50).
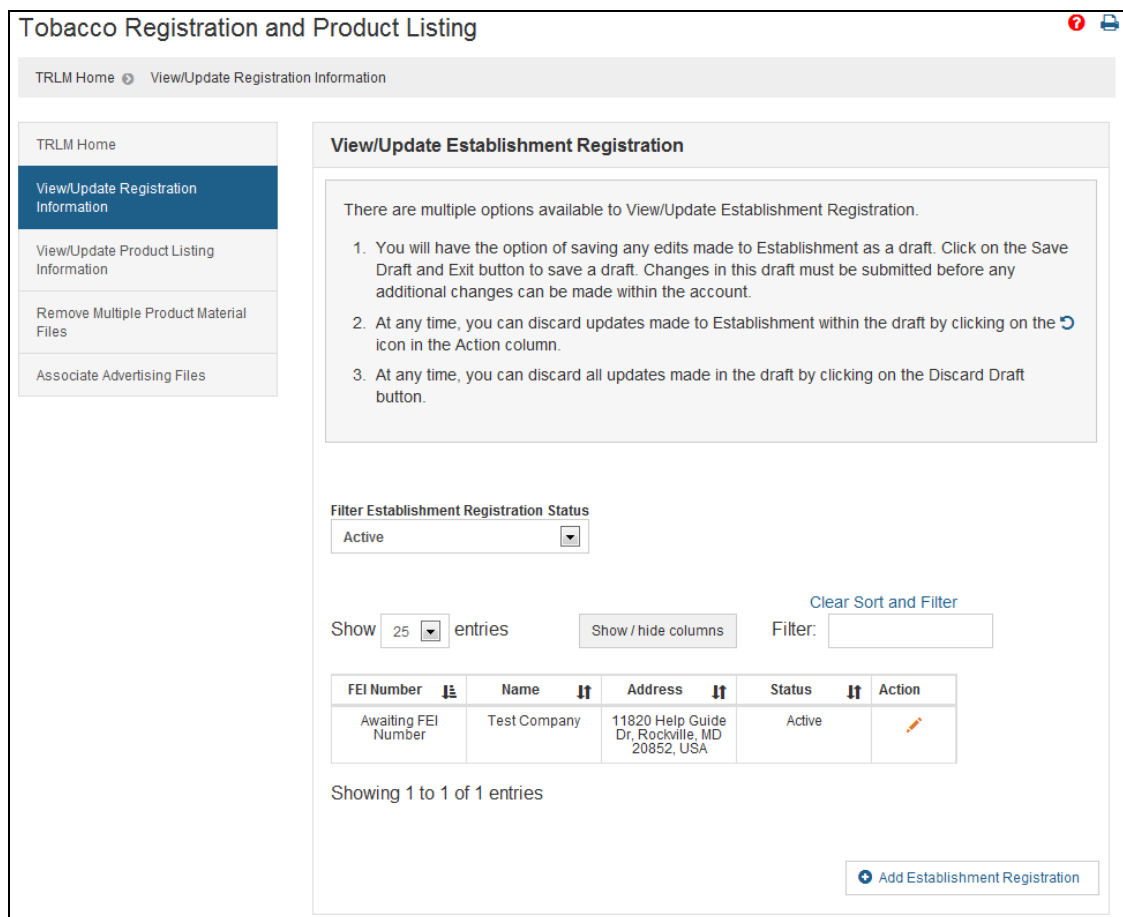
Figure 50

The Establishment Summary page contains a list of the establishment(s) that was added to users' registration. Users may add a new establishment to the registration or view / update an existing one.

To add new establishments to the registration users can select the "**Add Establishment Registration**" button. (For details about adding a new establishment, refer to Add Establishment Registration).

2.1 View/Update Existing Establishment Registration

To view/update an existing establishment, select the applicable 🖉 icon. Users will navigate to the View/Update Establishment Registration Review page for the selected establishment as shown below. Users can view/update previously entered sections of the registration by clicking the appropriate "**Edit**" button.

View/Update Establishment Registration

Change Establishment Registration Status

[Please Select ▾]

Last Year Registered
2015

Last Viewed Date
NA

Last Updated Date
NA

Last Updated By
NA

Current Establishment Registration Status
Active

Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure [✎ Edit]

Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)
Test Company

Address Line 1
11820 Help Guide Dr

Address Line 2

Country
UNITED STATES

ZIP or Postal Code
20852

City
Rockville

State, Province or Territory
MD

Owner Headquarters D&B DUNS Number

Owner Point of Contact

Title

Full Name
Help Guide

Position Title
Staff

Email Address
help.guide@test.com

Phone Number
001 (301) 555-5555

Fax Number

Owner Business Structure

Type of Business Structure
Sole Proprietorship

Owner Name
Jane Doe

Section III - Operator Information and Business Structure [✎ Edit]

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

Section IV - Establishment Information [✎ Edit]

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

[⊕ Add Another Establishment]

[◀ Back to Establishment List without Saving]

Figure 51

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Establishment Registration Review

On the Establishment Registration Review page users can perform the following actions:

- Update the status of the establishment

- View or update registration information

- Complete annual registration

- View/Update Another Registration

- Add Another Establishment

- Continue to submit

Update the status of the establishment:
Users can change the establishment registration status of an active establishment to "**Inactive**" or change the establishment registration status of an inactive establishment to "**Active**."

When users change the status of an establishment, the system will prompt users to enter the date of the establishment status change as displayed below (this cannot be a future date).

View/Update Establishment Registration

Change Establishment Registration Status	Last Year Registered
Inactive	**2015**
	Last Viewed Date
	NA
Date of the Establishment status change (mm/dd/yyyy)	Last Updated Date
05/01/2015	**NA**
	Last Updated By
	NA
	Current Establishment Registration Status
	Active

Figure 52

When continuing to submit after changing the status of an active establishment to '**Inactive**,' the system shall display a warning message, as shown below, if the active Product Listing(s) associated with it are not associated with any other active establishment.

WARNING: Inactivating this establishment will inactivate the following product listing(s) associated with the establishment:

1. PL1 4

Select Next if you choose to proceed or select Previous to return to the Establishment Registration Review page.

◐ Previous   ◐ Next

Figure 53

If the user acknowledges inactivating the associated Product Listing(s), the user selects "**Next**" to navigate to the Marketing Status Change Date page. Users will be prompted to provide the "**Marketing Status Change Date**" for each of the Product Listing(s) being inactivated as displayed below (this cannot be a future date). The user may then continue to submit the status update.

Marketing Status Change Date

For each Product in the list, please provide the date the Product's status changed.

Marketing Status Change Date (mm/dd/yyyy)   [   ] 📅   Apply to All

TP Number	Product Name	Marketing Status Change Date (mm/dd/yyyy)
TP0019317	PL1 4	05/01/2015 📅

◐ Previous   ◐ Next

Figure 54

When continuing to submit after changing the status of an inactive establishment to "**Active**," users will be navigated to the "**Add Product Listing**" page, (as displayed below).

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Figure 55

This page displays all the Product Listing(s) that were previously submitted. Users must select the Product Listing(s) to be associated with the establishment that is being activated. Users may select existing product(s) by checking the "**Add to Establishment**" checkbox alongside each Product Listing. Users may also choose to add a new product by selecting the "**Add New Product**" button. The user may then continue to submit the status update.

Complete Annual Registration:

In order to complete annual registration, users may update establishment information in Section IV – Registration (Establishment Information) by clicking the "**Edit**" button on the Establishment Registration Review page. If there are no changes, users may select the checkbox labeled "**Please check this box if there are no changes to the establishment information in Section IV below**," (as displayed in Figure 56).

Figure 56

View/Update Another Registration:

If there is more than one registered establishment for the account, users may view/update another establishment by selecting the "**Continue to View/Update Another Registration**" button on the View/Update Establishment Registration review page. This navigates users to the View/Update Registration Information main menu screen so they may select another establishment to view or update.

Add another Establishment:

Users may add another establishment by selecting the "**Add another Establishment**" button on the View/Update Establishment Registration review page. The system navigates to Section IV -

Registration (Establishment Information) page where users can enter information for a new establishment.

Print Submission:

Users may print the submission by selecting the "**Print Submission**" button. A new browser window will open which allows users to print the registration information that has been entered so far. When finished, users can close the separate browser window to return to the TRLM application.

Continue to Submit:

Once users have reviewed the registration, users can submit updates by selecting the "**Continue to Submit**" button. Users will navigate to Section VI: Confirmation Statement. See below.

Section VI – Confirmation Statement Section

This page will display the confirmation statement before successfully submitting any changes.

Note: Users must agree to the Confirmation Statement before submitting.

Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.

☑ Agree (Check the box if you agree)

Identity of the Signatory

○ Owner
◉ Operator
○ Authorized Agent

Contact Information	Submitter Point of Contact
Address Line 1	**Title** *(Optional)*
11820 Help Guide Dr	Please Select
Address Line 2 *(Optional)*	**First / Given Name**
	Help
Country	**Middle Name** *(Optional)*
UNITED STATES	
ZIP or Postal Code	**Last Name**
20852	Guide
City	**Position Title**
Rockville	Staff
State, Province or Territory	**Email Address** *(Optional)*
Maryland	help.guide@test.com

Telephone (Include Country Code if applicable) *(Optional)*

001	301	5555555	
Country	Area	Phone Number	Extension

Fax *(Optional)*

001		
Country	Area	Fax Number

Company Name

Test Company

◀ Previous   Submit ▶

Figure 57

In this section users are required to select the Identity of the Signatory. The options are: "**Owner**," "**Operator**," or "**Authorized Agent**."

- If users select "**Owner**," the relevant contact information fields will be pre-filled with the Owner's contact information and can be edited.

- If users select "**Operator**," the relevant contact information fields will be pre-filled with contact information for the Operator and can be edited. When the registration has more

than one Operator, users can select the Operator from a drop-down list.

- If users select "**Authorized Agent**," users must enter the authorized agent's contact information.

Upon completion of this section, the registration is ready for submission. Click "**Submit**" and **t**he system will display a message that the registration information has successfully been submitted (as shown below).

In order to receive notifications, users should configure their email's Spam or Junk folders to allow messages from CTPRegistrationandListing@fda.hhs.gov.

Submission Confirmation

The establishment registration(s) have been successfully updated.
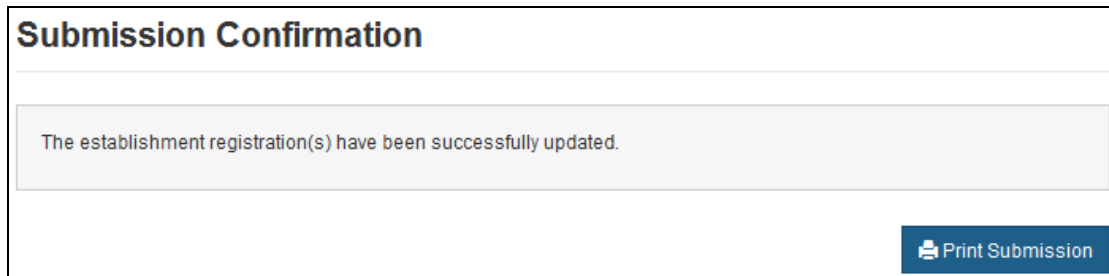
🖨 Print Submission

Figure 58

Users may print the submission by selecting the "**Print Submission**" button, or users may choose to return to the TRLM main menu by selecting the "**TRLM Home**" links on the screen.

2.2   Add Establishment Registration

To add a new establishment to a registration, select the "**Add Establishment Registration**" button from the View/Update Establishment Registration screen.

Figure 59

The system navigates to the Section IV - Registration (Establishment Information) screen as displayed in below. On this page users enter their information for a new establishment and a new establishment Point of Contact. When the registration has more than one Operator they will be required to select at least one Operator for the establishment from the "**Select Operator(s) for this Establishment**" multiple-select list box. If required, users may choose more than one Operator to be associated with the establishment. Users may also choose to add another Operator to be associated with the establishment by selecting the "**Add another Operator**" button.

Figure 60

On this page users can enter information for the new establishment and the Point of Contact. When the registration has more than one Operator, users will be required to select at least one Operator from the "**Select Operator(s) for this Establishment**" select list box. If required, users may choose more than one Operator=. Users may also choose to add another Operator to be associated with the establishment by selecting the "**Add another Operator**" button.

NOTE: The following fields in Section IV are required:

- Establishment Name
- Address Line 1
- ZIP or Postal Code
- City
- State, Province, or Territory

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2.3   Address Validation

The system performs an address validation as seen below. If the address is valid, no action is taken and the system continues to the next page where users can add Product Listings to the establishment as shown below.

If there are minor differences to the address entered, the system will display the validated address as shown below. If the address entered cannot be verified, the system will display a warning message as shown below. If the establishment name and address is found to be a possible duplicate, the system will display a warning message as shown below.

Users can make changes to the address provided by selecting the "**Edit Address**" option, or select the "**Accept Validated Address**" button to proceed to add Product Listing(s) to the establishment.

Figure 61

The system will display a warning message when the establishment name and address entered is found to be a possible duplicate. Users can make changes to the establishment by selecting the "**Back to Establishment Information**" option. If users verify that the establishment name and address is not a duplicate, users can continue to add Product Listing(s) to the establishment.

Figure 62

2.4   Add Product Listings to Establishment

Upon completing the establishment information users will navigate to the "**Add Product Listing to Establishment**" page, (as displayed below).

This page displays all the Product Listings that have been added to the registration. Users may select existing products by selecting the "**Add to Establishment**" check box for the appropriate product or by adding a new product by selecting the "**Add New Product**" button.

Figure 63

2.5   Add New Product

Selecting the "**Add New Product**" button will navigate users to the Section V: Product Listing page, as displayed below. Users can enter the required information for the new product added.

Section V - Registration (Product Listing)

Option II: Manually Enter Product Information

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution - e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

3. Type of Product Identification Number (Select One)
   - Item/Catalog Number
   - SKU Number
   - UPC Number

4. Intended Use of Product (Select One)
   - Consumer Use
   - Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)
   - Cigarettes
   - Chewing Tobacco
   - Dissolvables
   - Accessory Filters
   - Roll-Your-Own Tobacco
   - Roll-Your-Own Filters
   - Dry Snuff
   - Moist Snuff
   - Roll-Your-Own Paper
   - Snus
   - Other (Specify)

6. Further Manufacturing Use Product Category (Check applicable)
   - Tobacco
   - Paper
   - Filters
   - Pouch for Portioned Tobacco
   - Additive
   - Other (Specify)

7. Flavor (Check applicable)
   - Menthol
   - None
   - Other (Specify)

Previous   Next

Figure 64

Users should complete the "**Advertising, Labeling, and Consumer Information**" sections for the Product Listing added. After adding products to establishments users can click "**Next**" to navigate to the "**Registration Review**" page.

Registration Review Page

The system displays the registration review page and all entered information for review, as shown in below.

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Section I - Identification

Owner Registering on Behalf of Operator

Section II - Owner Information and Business Structure [Edit]

Owner Information

Owner Name (Name of the Corporation / Partnership or Individual Owner)
Test Company

Address Line 1
11820 Help Guide Dr

Address Line 2

Country
UNITED STATES

ZIP or Postal Code
20852

City
Rockville

State, Province or Territory
MD

Owner Headquarters D&B DUNS Number

Owner Point of Contact

Title

Full Name
Help Guide

Position Title
Staff

Email Address
help.guide@test.com

Phone Number
001 (301) 555-5555

Fax Number

Owner Business Structure

Type of Business Structure
Sole Proprietorship

Owner Name
Jane Doe

Section III - Operator Information and Business Structure [Edit]

Operator Name	Address	Type of Business
Test Company	11820 Help Guide Dr, Rockville, MD 20852, USA	Sole Proprietorship

Section IV - Establishment Information [Edit]

Establishment Name	FEI Number	Address
Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

Section V - Product Listing [Edit]

Product Name	Product Category	Product Identification Number	Product Identification Number Type	Possible Duplicate
PL1 1	Dissolvables	123456	SKU Number	
PL1 2	Dry Snuff	654321	SKU Number	
PL1 3	Snus	156987	SKU Number	
PL1 4	Moist Snuff	9866547	SKU Number	No

[Save Draft and Exit] [Continue to Submit]

Figure 65

After reviewing or updating the registration information, users can edit information for each section, save draft and exit, or users can submit the update(s).

- Users may edit information from each section of the registration by selecting "**Edit**" for the section to be edited.

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- Users can "**Save Draft and Exit**" the registration or product listing. Changes in the draft must be submitted before any additional changes can be made with the account

- Users may choose to submit by selecting the "**Continue to Submit**" button. Users can navigate to Section VI: Confirmation Statement.

Click "**Submit**" to submit the registration information. The system displays a message that the registration and Product Listing information has successfully been submitted as shown below.

Submission Confirmation

Thank you for submitting your registration and product listing. You will receive an acknowledgement from the Center for Tobacco Products when your submission has been processed. In order to receive notifications, please configure your email spam/junk to allow messages from CTPRegistrationandListing@fda.hhs.gov.

🖨 Print Submission

Figure 67

3. View/Update Product Listing Information

3.1 View/Update Product Listing Information

To view, add and update Product Listings for a registered establishment, select the "**View/Update Product Listing Information**" option from the TRLM Main Menu. A list of the Product Listings that were added to the registration is displayed.

Figure 68

3.2 View/Update Selected Product

To view/update an existing product, select the ✏ icon associated to the desired product. The review page for the selected product is displayed.

View/Update Product Listing

Change Marketing Status

Please Select ▾

Last Viewed Date
NA

Last Updated Date
07/20/2015

Last Updated By
Help Guide

Current Marketing Status
Active - Reintroduced to Market

Product Information   ✏ Edit

TP Number
TP0019317

Product Name
PL1 4

Product Identification Number
9866547

Type of Product Identification Number
SKU Number

Intended Use of Product
Consumer Use

Consumer Use Product Category
Moist Snuff

Flavor
None

Advertising   ✏ Edit

Type of Advertising Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File
Magazine Ad	Help Guide Advertising	5555	05/01/2015	Test.xlsx

Labeling   ✏ Edit

Type of Labeling Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File
Package Label	Help Guide Label	6543221	05/01/2015	Test.xlsx

Consumer Information   ✏ Edit

Type of Consumer Material	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File
Consumer Brochure	Help Guide Brochure	12345	05/01/2015	Test.xlsx

Establishment   ✏ Edit

Associated	Establishment Name	FEI Number	Address
☑	Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA
☑	Test Company	Awaiting FEI Number	11820 Help Guide Dr, Rockville, MD 20852, USA

❯ View/Update/Add Another Product Listing

❮ Back to Product List without Saving

Figure 69

From the Product Listing Review page users can update the product's marketing status.

Users also can view and update the product's information, and advertising, labeling, or consumer information by clicking the appropriate "**Edit**" button. The system will display the previously

submitted entries for the selected section. When users finish updating the section, they can click "**Next**" to return to the Product Listing Review page.

If users registered more than one establishment, they can view and update the establishments associated with the product.

After updating the product, users can view, update, and Add another Product Listing, or users can submit the update(s). The system will display the Product Listings Summary page.

When users choose to "**Continue to Submit,**" the system will display the Confirmation Statement.

Users can change the marketing status of an active Product Listing to "**Discontinued**" or change the marketing status of an inactive Product Listing to "**Reintroduced to Market.**" The system will prompt users for the date that the marketing status changed.

Figure 70

When a Product Listing is reintroduced to market and if users registered more than one establishment, they will select establishment(s) to be associated with the product from the Establishment section on the Review page.

Figure 71

Users must select at least one establishment from the list to associate with the Product Listing. Click "**Next**" to return to the Product Listing Review page then click "**Continue to Submit**" to display the Confirmation Statement.

Figure 72

On this page users are required to select the Identity of the Signatory. The options are: "**Owner**", "**Operator**", or "**Authorized Agent**".

- If users select "**Owner**" the relevant contact information fields will be pre-filled with contact information for the Owner and can be edited.
- If users select "**Operator**" the relevant contact information fields will be pre-filled with contact information for the Operator and can be edited. When the registration has more than one Operator, users can select the Operator from the drop-down list.
- If users select "**Authorized Agent**" they must enter the Authorized Agent's contact information.

Upon completion of this section, the registration is ready for submission. Once users click "**Submit**" the system will display that the registration and Product Listing information has successfully been submitted. In order to receive notifications, users should configure their email's Spam or Junk folders to allow messages from CTPRegistrationandListing@fda.hhs.gov.

3.3 Add Product Listing

To add products for a registered establishment, users can select "**View/Update Product Listing Information**" from the TRLM Main Menu. The system will display the added Summary of the Product Listings.

The View / Update Product Listing page contains a list of the products that were added to the registration and provides the option to add a Product Listing.

Users can click "**Add Product**" to enter the new product's information.

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TRLM Home ❯ View/Update Product Listing Information

- TRLM Home
- View/Update Registration Information
- **View/Update Product Listing Information**
- Remove Multiple Product Material Files
- Associate Advertising Files

Section V - Registration (Product Listing)

Manually enter product information or upload product listing(s) from a file.

Option I: Upload From File

You may upload product listings from an Excel spreadsheet. Download the Product Listing Template. (Maximum allowed file size 50 MB.)

Select the file to upload for product listing(s)

[_____] [Browse...]   [⬆ Upload]

Option II: Manually Enter Product Information

1. Product Name (i.e., brand/sub-brand or other commercial name used in commercial distribution -   e.g., Acme Blue 100's or Acme Reconstituted Tobacco #202)

[_____]

2. Product Identification Number (Must be provided if needed to uniquely identify the product)

[_____]

3. Type of Product Identification Number (Select One)

  ◯ Item/Catalog Number   ◯ SKU Number   ◯ UPC Number

4. Intended Use of Product (Select One)

  ◯ Consumer Use   ◯ Further Manufacturing Use

5. Consumer Use Product Category (Check applicable)

  ☐ Cigarettes   ☐ Roll-Your-Own Tobacco   ☐ Roll-Your-Own Paper
  ☐ Chewing Tobacco   ☐ Roll-Your-Own Filters   ☐ Snus
  ☐ Dissolvables   ☐ Dry Snuff   ☐ Other *(Specify)*
  ☐ Accessory Filters   ☐ Moist Snuff
                                                         [_____]

6. Further Manufacturing Use Product Category (Check applicable)

  ☐ Tobacco   ☐ Filters   ☐ Additive
  ☐ Paper   ☐ Pouch for Portioned   ☐ Other *(Specify)*
                               Tobacco
                                                         [_____]

7. Flavor (Check applicable)

  ☐ Menthol   ☐ None   ☐ Other *(Specify)*
                                                         [_____]

8. Please provide the date the product was introduced to market. (mm/dd/yyyy)

[_____] 🗓

[◀ Previous]   [Next ▶]

- **Product Name (required)**

  o Brand/sub-brand or other commercial name used in commercial distribution (e.g., Acme Blue 100s). Users can enter up to 120 characters for Product Name.

- **Product Identification Number (optional)**

  o Users can enter up to 100 characters. Users must enter Product Identification Number if needed to uniquely identify the product. If users enter a **Product Identification Number** users also must enter "**Type of Product Identification Number**."

- **Type of Product Identification Number (required if Product Identification Number was entered)**

  o If users entered a "**Product Identification Number**", users must select a "**Type of Product Identification Number**."

- **Intended Use of Product (required)**

  o Users must select either "**Consumer Use**" or "**Further Manufacturing Use**."

- **Consumer Use Product Category (required if Consumer Use was selected for Intended Use of Product)**

  o Users must select one or more "**Product Category**." If the appropriate Product Category is not listed, users must select "**Other**" and enter its category in the text field.

- **Further Manufacturing Use Product Category (required if Further Manufacturing was selected for Intended Use of Product)**

  o Users must select one or more uses. If the appropriate Product Category is not listed users must select "**Other**" and enter its category in the text field.

- **Flavor (optional)**

  o Users can select one or more flavors. If the product's Flavor is not listed, users can select "**Other**" and enter a flavor in the text field.

When users choose to continue from the Product Information page, the system will display the Advertising, Labeling, and Consumer Information page.

A representative sampling of advertising for the product may be required. Users should refer to the Section III.C.2 Guidance document for additional details.

Users can enter information about the product's advertising on the Advertising Information page. Users can upload advertising or indicate that the product has no advertising by checking the "**Product has no Advertising**" box. If users upload advertising file(s) for the product, they also have the option to enter details about the product's advertising, including:

- **Type of Advertising (optional)**

  o Users can enter up to 120 characters.

- **Title (optional)**

  o Users can enter up to 120 characters.

- **Unique ID or Internal ID Number (optional)**

  o Users can enter up to 40 characters.

- **Date First Disseminated (optional)**

  o Users can select a date from the calendar icon or enter a date.

When users finish entering the product's advertising, the system will display the Advertising Summary page that lists the entire product's advertising. If users indicated that the product has no advertising, the system will display the Labeling Information page.

To edit advertising, users can click on the ✏ icon to display the Advertising Information that was previously entered. Users can edit the Advertising information and click "**Continue**" to return to the Advertising Summary page.

To delete advertising, users can click on the ✖ icon.

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Advertisement, Labeling and Consumer Information

a. Attach all labeling for this product. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. For each item of labeling, we request that you provide the following optional information:

Type of Labeling Material (e.g., Package Labeling)

Internal Identification Number, as Applicable

Date Labeling was First Disseminated

Product Name: Cuban Cigar

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Bus	Test	89993	07/22/2015	Penguins.jpg	✏ ✖

| Advertising | Labeling | Consumer Information |

Labeling

Universal Product Code(s) (UPC)

[   ]

Type of Labeling Material (e.g., package label)

[   ]

The term 'labeling' based on section 201(m) of the Act (21 U.S.C. 321(m), means all labels and other written, printed or graphic matter (1) upon any tobacco product or any of its containers or wrappers, or (2) accompanying such product.

Title

[   ]

Unique ID or Internal ID Number

[   ]

Date First Disseminated (mm/dd/yyyy)

[   ] 📅

Upload File (Maximum size for each file is 50 MB)

[   ] Browse...   ↑ Upload

☐ Product has no Labeling

⊘ Back to Advertising   ❯ Go to Consumer   ⊗ Cancel   ⊕ Add / Update

❮ Previous   ❯ Next

Labeling for a product is required. Users should refer to the Section III.C.2 Guidance document for additional details.

Users can enter information about the product's labeling on the Labeling Information page. Users must [upload](#) at least one labeling file or indicate that the product has no labeling by checking the "**Product Has No Labeling**" box for each product. If users upload labeling file(s) for the product, they also have the option to enter details about the product's labeling, including:

- **Product UPC code(s) (optional)**

    o Users can enter one or more UPC codes separated by commas.

- **Type of Labeling Material (optional)**

    o Users can enter up to 120 characters.

- **Title (optional) –** Users can enter up to 120 characters.

- **Unique ID or Internal ID Number (optional)**

    o Users can enter up to 40 characters.

- **Date First Disseminated (optional)**

    o Users can select a date from the calendar icon or enter a date.

Labeling Information

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Advertisement, Labeling and Consumer Information

a. Attach all labeling for this product. Please see the guidance document, Section III.C.2., for additional details.

b. Each uploaded file is limited to 50 MB. Please Note: If the upload time exceeds 30 minutes, the system will time out.

c. For each item of labeling, we request that you provide the following optional information:

Type of Labeling Material (e.g., Package Labeling)

Internal Identification Number, as Applicable

Date Labeling was First Disseminated

Product Name: Cuban Cigar

Material Category	Material Type	Title	Unique ID or Internal ID Number	Date First Disseminated	Uploaded File	Action
Advertising	Bus	Test	89993	07/22/2015	Penguins.jpg	✏ ✖
Labeling	label	ad	8993e	07/22/2015	Chrysanthemum.jpg	✏ ✖

To edit labeling, users can click on the ✏ icon to display the Labeling Information that was previously entered. Users can edit the labeling information and click "**Continue**" to return to the Labeling Summary page.

To delete labeling users can click on the ✖ icon.

Consumer Information

To edit Consumer information, users can click on the ✏ icon to display the Consumer Information that was previously entered. Users can edit the Consumer Information and click "**Continue**" to return to the Consumer Information Summary page.

To delete Consumer Information, users can click on the ✖ icon.

If users' registration has more than one establishment. When select "**Next**" the system will display a list of the establishments added to the registration.

Establishment Information

Users must select at least one establishment from the list to associate with the Product Listing's added users.

When users continue from the Establishment Information page, the system will display the Product Listing page.

From the Product Listing page users can choose to edit a Product Listing, add another Product Listing, or continue to submit.

View / Update Product Listing

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TRLM Home ❯ View/Update Product Listing Information

TRLM Home	**View/Update Product Listing**
View/Update Registration Information	
View/Update Product Listing Information	
Remove Multiple Product Material Files	
Associate Advertising Files	

There are multiple options available to View/Update Product Listing(s).

1. You will have the option of updating Product Listing(s) from an Excel file.
2. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.

   • At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the ↺ icon in the Action column.
   • At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
3. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

Filter Product Status

All ▼

NOTE: Some of the columns are hidden by default. Please click Show/Hide columns to view them.

Clear Sort and Filter

Show | 25 ▼ | entries   Show / hide columns   Filter: [ ]

TP Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
TP0019329	Churchill	Other	88330	Active	Yes	✏
TP0019333	Corona	Other	44936233	Active	Yes	✏
	Cuban Cigar	Other	8839		Yes	✏ ✖
TP0019313	Cuban Cigar	Other	12345	Active	Yes	✏
TP0019332	Diadema	Other	9342887	Active	Yes	✏
TP0019327	Panatela	Other	93993	Active	Yes	✏
TP0019328	Presidente	Other	6736703	Active	Yes	✏
TP0019330	Robusto	Other	55383	Active	Yes	✏
TP0019326	Rum Cigar	Other	7833003	Active	Yes	✏
TP0019331	Toro	Other	83633	Active	Yes	✏

Showing 1 to 10 of 10 entries

🖨 Print All Product Listing(s)   Update Product Listings From File   ➕ Add Product

❯ Save and Upload   ❯ Save Draft and Exit   ❯ Continue to Submit

Users can click "**Continue to Submit**." The system will display the Confirmation Statement page.

Note: Users must agree to the Confirmation Statement before submitting.

Confirmation Statement

On this page users are required to select the Identity of the Signatory. The options are: "**Owner**", "**Operator**", or "**Authorized Agent**."

- If users select "**Owner**," the relevant contact information fields will be pre-filled with contact information for the Owner from Section IIA and can be edited.

- If users select "**Operator**," the relevant contact information fields will be pre-filled with contact information for the Operator from Section IIIA and can be edited. When the registration has more than one Operator, users can select the Operator from the drop-down list.
- If users select "**Authorized Agent**," they must enter the authorized agent's contact information.

Upon completion of this section, the registration is ready for submission. Users can click on the "**Submit**" button**.** The system will display a message that users' registration and Product Listing information has successfully been submitted. In order to receive notifications, users should configure their email's Spam or Junk folders to allow messages from CTPRegistrationandListing@fda.hhs.gov.

3.4 Upload Files

To upload a file, users can click "**Browse**" to find the file to upload. Users should then click "**Upload**."

The system will display the file name and file size of the uploaded file. File size is limited to 50MB per file.

The following file types are accepted: .pdf, .xpt, .xml, .dtd, .gif, .tif, .jpg, .sgml, .mol, .xls, .xlsx, .csv, .wmv, .avi, and .zip.

3.5 Update Product Listings from File

The user can update Product Listings from a file by clicking the "**Update Product Listing from File**" button and will be navigated to the page to download the Product Listing Template and the CTP upload template.

If there are multiple and/or large files, (2GB per file), that need to be uploaded, users can click on the "**Save and Upload**" button to navigate to the FURLS Upload site.

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- Associate Advertising Files

View/Update Product Listing

There are multiple options available to View/Update Product Listing(s).

1. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.
2. At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the ↺ icon in the Action column.
3. At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
4. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

Filter Product Status

All ▼

NOTE: Some of the columns are hidden by default, please click Show/Hide columns to view them.

Clear Sort and Filter

Show 25 ▼ entries   Show / hide columns   Filter: [_____]

TP Number ↕	Product Name ↕	Product Category ↕	Product Identification Number ↕	Status ↕	Product Info Complete ↕	Action
TP0019313	Cuban Cigar	Other	12345	Active	Yes	✏

Showing 1 to 1 of 1 entries

🖶 Print All Product Listing(s)   Update Product Listings From File   ⊕ Add Product

❯ Save and Upload

The user can update Product Listings from a file by clicking the "**Update Product Listing from File**" button and will be navigated to the page to download the Product Listing Template.

The downloaded template(s) will generate a Excel file with only saved/submitted Product Listings.

- Users should make Product Listing updates in the template(s). The "**Update Product**" column will default to "**No**" for all rows. Users will need to select "**Yes**" from the drop-down for Product Listings that are updated. The system will ignore any changes to TP Number or Current Status of Product.
- **Product Name (required)** – Brand/sub-brand or other commercial name used in commercial distribution (e.g., Acme Blue 100s). Users can enter up to 120 characters for Product Name.
- **Product Identification Number (optional)** – Users can enter up to 100 characters. Users must enter Product Identification Number if needed to uniquely identify the product. If users enter a Product Identification Number users also must enter Type of Product Identification Number.
- **Type of Product Identification Number (required if Product Identification Number was entered)** – If users entered a Product Identification Number, users must select a Type of Product Identification Number.
- **Intended Use of Product (required)** – Users must select either Consumer Use or Further Manufacturing Use.
- **Consumer Use Product Category (required if Consumer Use was selected for Intended Use of Product)** – Users must select one or more Product Category. If the appropriate

Product Category is not listed, users must select "Other" and enter its category in the text field.

- **Further Manufacturing Use Product Category (required if Further Manufacturing was selected for Intended Use of Product)** – Users must select one or more uses. If the appropriate Product Category is not listed, users must select "Other", and enter its category in the text field.
- **Flavor (optional) –** Users can select one or more flavors. If the product's flavor is not listed, users can select "Other" and enter a flavor in the text field.
- **"Other" Flavor** – Users must select one or more uses. If the appropriate Product Category is not listed, users must select "Other", and enter its category in the text field.
- **Current Status of the Product** – The current status of the Product (Active, Inactive, etc.).
- **Change Marketing Status** – Change that marketing status of the associated Product.
- **Marketing Status Change Date (mm/dd/yyyy)** – The date that the Product's marketing status was changed.

Product Listing
Template

Product Updates

Updates

The system will display the View / Update Product Listing page; it is here that users have the option of continuing to edit the Product Listing.

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- **View/Update Product Listing Information**
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- Associate Advertising Files

View/Update Product Listing

There are multiple options available to View/Update Product Listing(s).

1. You will have the option of updating Product Listing(s) from an Excel file.
2. You will have the option of saving any edits made to Product Listing(s) as a draft. Click on the Save Draft and Exit button to save a draft. Changes in this draft must be submitted before any additional changes can be made within the account.

   - At any time, you can discard updates made to Product Listing(s) within the draft by clicking on the ↺ icon in the Action column.
   - At any time, you can discard all updates made in the draft by clicking on the Discard Draft button.
3. If you have multiple files or large files (up to 2GB per file) that need to be uploaded, then click on the Save and Upload button below to navigate to the FURLS Upload site.

Filter Product Status

All ▼

NOTE: Some of the columns are hidden by default. Please click Show/Hide columns to view them.

Clear Sort and Filter

Show 25 ▼ entries   Show / hide columns   Filter:

TP Number	Product Name	Product Category	Product Identification Number	Status	Product Info Complete	Action
TP0019329	Churchill	Other	88330	Active	Yes	✏
TP0019333	Corona	Other	44936233	Active	Yes	✏
TP0019313	Cuban Cigar	Other	12345	Active	Yes	✏
TP0086426	Cuban Cigar	Other	8839	Active	Yes	✏
TP0019332	Diadema	Other	9342887	Active	Yes	✏
TP0019327	Panatela	Other	93993	Active	Yes	✏
TP0019328	Presidente	Other	6736703	Active	Yes	✏
TP0019330	Robusto	Other	55383	Active	Yes	✏
TP0019326	Rum Cigar	Other	7833003	Active	Yes	✏
TP0019331	Toro	Other	83633	Active	Yes	✏

Showing 1 to 10 of 10 entries

🖨 Print All Product Listing(s)   Update Product Listings From File   ➕ Add Product

Save and Upload   Save Draft and Exit   Continue to Submit

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Confirmation Statement

When the user selects the "**Continue to Submit**" button they will be navigated to the Confirmation Statement for agreement prior to submitting the Product Listing updates. Users should select "**Submit**" to continue with the Product Listing updates.

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Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905 (i)(3) of the Act.

**WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.**

☑ **Agree (Check the box if you agree)**

Identity of the Signatory

◉ Owner
○ Authorized Agent

Contact Information	Submitter Point of Contact

Address Line 1
11820 Parklawn Dr

Title *(Optional)*
Please Select ▼

Address Line 2 *(Optional)*

First / Given Name
Joe

Country
UNITED STATES ▼

Middle Name *(Optional)*

ZIP or Postal Code
20852

Last Name
Smith

City
Rockville ▼

Position Title
Owner

State, Province or Territory
Maryland ▼

Email Address *(Optional)*
dennis.chambers@fda.hhs.gov

Telephone (Include Country Code if applicable) *(Optional)*

001	301	7709610	
Country	Area	Phone Number	Extension

Fax *(Optional)*

001			
Country	Area	Fax Number	

Company Name
Test Company One

◀ Previous   ▶ Submit

Submission Confirmation

The Submission Confirmation page will display a message the Product Listing(s) have been updated successfully.

The user will have the option to print the updated Product Listing(s) from this submission by selecting "**Print Updated Product Listing(s)**" or "**Print All Product Listing(s).**"

3.6 Save and Upload

If a user has multiple files or large files, up to 2GB per file, that need to be uploaded then click on the "Save and Upload" button to navigate to the FURLS Upload site.

Draft Confirmation

When you select the "Save and Upload" the system will save a draft of the current registration or product listing and present the Draft Confirmation message below. The draft will provide a date when the user must submit the updates before the draft will be discarded.

FDA FURLS Upload System - Login

You will need to login into the FDA FURLS Upload system by entering your password and checking "I understand"

Add Advertising, Labeling and Consumer Informtion – Large File Upload

In the TP Number dropdown select the TP number that the files will be uploaded to and select the Material Category to me uploaded, Advertising, Labeling or Consumer Information. You can only load one category type at a time.

Add Upload Files
Select the "Add" button to open your browser to select the files you want to add. After the files have been added select the "Start Upload" to begin uploading the files for the product.

Upload Confirmation
When the files have been successfully uploaded they will be listed in a table that can be viewed. Any file can be deleted by clicking on the **X** in the Action column. After all your files have been uploaded select the "Submit" button to confirm the upload.

Upload Confirmation
The following Upload Confirmation page will display letting the user know the documents have been uploaded successfully. Select View/Update Product Listing from the TRLM main menu to submit your draft.
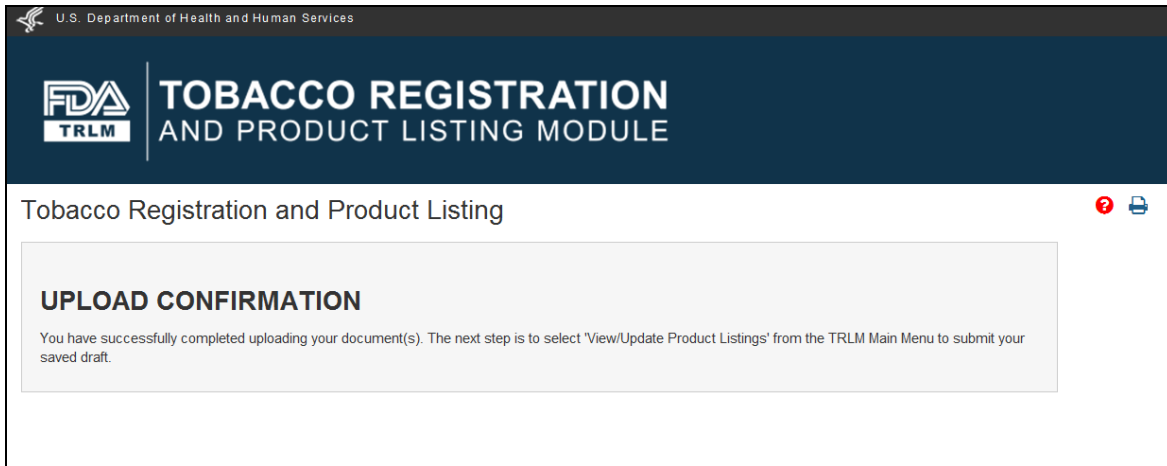
4. Remove Multiple Product Material Files

4.1 Remove Multiple Product Material Files

To remove multiple product material files for registered establishments, users should proceed with the following steps:

Users can then select "**Remove Multiple Product Material Files**" from the TRLM Main Menu. The system will display a list of the Product Material Files that have been added to the Product Listing.
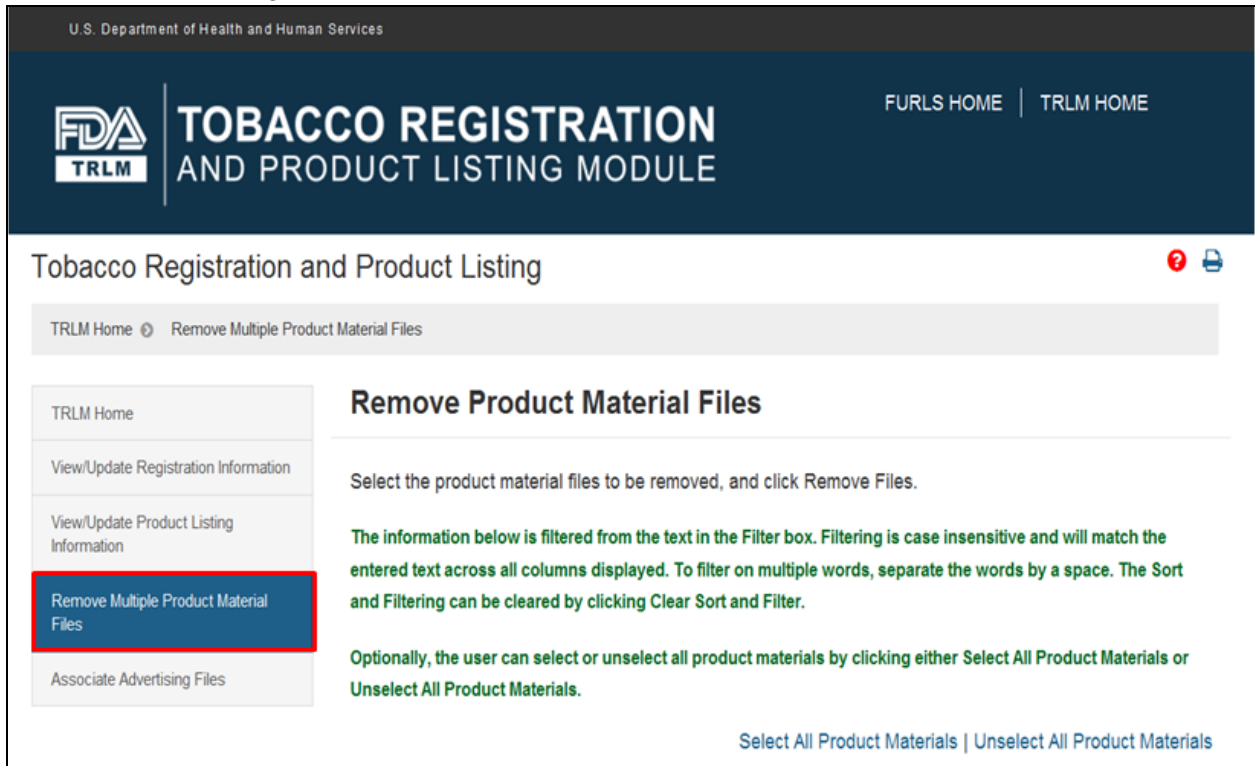
Users should then select the product material files to be removed and click "**Remove Files**."

Users can also select or unselect all product materials by clicking either "**Select All Product Materials**" or "**Unselect All Product Materials**."

4.2 Submit File Removal

Once the product material files have been successfully removed, a confirmation message will appear at the top of the screen.

Users can then click the "**Continue to Submit**" button.

4.3 Section VI– Confirmation Statement

Upon submittal, users will be directed to the Confirmation Statement, at which point they will be asked to verify the data and information of their submissions have been reviewed and are accurate.

Note: Users must agree to the Confirmation Statement before submitting.

Section VI - Confirmation Statement

The data and information in this submission have been reviewed and, to the best of my knowledge, are certified to be true and accurate. I agree to report changes to this information as required under section 905(i)(3) of the Act.

WARNING: A willfully false statement is a criminal offense, U.S. Code, Title 18, Section 1001.

☐ Agree (Check the box if you agree)

Identity of the Signatory

○ Owner
○ Authorized Agent

Contact Information	Submitter Point of Contact
Address Line 1	**Title** *(Optional)*
	Please Select ▼
Address Line 2 *(Optional)*	**First / Given Name**
Country	**Middle Name** *(Optional)*
UNITED STATES ▼	
ZIP or Postal Code	**Last Name**
City	**Position Title**
Please Select ▼	
State, Province or Territory	**Email Address** *(Optional)*
Please Select ▼	

Telephone (Include Country Code if applicable) *(Optional)*

001			
Country	Area	Phone Number	Extension

Fax *(Optional)*

001		
Country	Area	Fax Number

Company Name

◀ Previous   Submit ❯

Users can select the box next to "**Agree**" in order to consent to the verification of accurate data, terms of agreement, and compliance with Section 905(i) (3) of the of the Federal Food, Drug, and Cosmetic Act.

Under "**Identity of the Signatory**", users should signify if they are an Owner or an Authorized Agent.

Users should then enter their own Contact Information and that of the Submitter's or the authorized agent's Point of Contact information.

Upon completion, click "**Submit**." A confirmation message will appear.

5. Associate Advertising Files

Use this process to select an advertising file and associate it to multiple product listing(s).

5.1 Search Existing Advertising Files

To search for existing advertising files, users can enter their desired search criteria and click "**Search**."

Associate Advertising Files Search Result(s)

Users will then be directed to the Search Results page. In order to associate a file to a product, click on the ⚮ symbol under the "**Action**" column.

5.2 Add New Advertising File

To add a new Advertising file, users can click "**Add New Advertising File**."

5.3   Associate File Upload

To upload a file for an advertisment, users should provide the following information where requested on the form and click "**Continue**."

- Type of Advertising Material
- Unique ID or Internal Identification Number
- Date of Advertisement's First Dissemination

Available Active Product Listings

Users will be directed to "**Associate Advertising File to Product Listing(s)**" page. This page will contain Advertising file information, as well as associated and available Product Listings. Users can select the files they wish to search and/or filter. Optionally, the user can select or unselect all products by click "**Select All Products**" or "**Unselect All Products**."

Associated Product Listing(s) Review

To complete the product association, users should click "**Continue**."
To view a complete list of associated Product Listings, users should click the 🔗 icon.

5.4 Section VI – Confirmation Statement

Users will then be directed to the Confirmation Statement, at which point they will be asked to verify the data and information of their submissions have been reviewed and are accurate.

Note: Users must agree to the Confirmation Statement before submitting.

5.5   Submission Confirmation – Associate Advertising

Once the Associate Advertising files have been submitted, users will be directed to the Submission Confirmation page. A message will display informing the user that the files have been successfully associated.